Commonwealth of Virginia  
Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233-1485  
(804) 367-2039  
www.dpor.virginia.gov

Real Estate Appraiser Board  
INSTRUCTOR CERTIFICATION APPLICATION  
Fee $150.00

A check or money order payable to the TREASURER OF VIRGINIA,  
or a completed credit card insert must be mailed with your application package.  
APPLICATION FEES ARE NOT REFUNDABLE.

Select one of the following:

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<th>Type of Action</th>
<th>Trans Code</th>
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<td>Initial Instructor Certification</td>
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<tr>
<td>Add New Expertise Level to existing certificate</td>
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1. Do you currently hold an Instructor Certification issued by the Virginia Real Estate Appraiser Board?  
   No [ ]  
   Yes [ ] If yes, provide the following certification number:  
   Virginia Certificate No. ___________________________ Expiration Date ________________

2. Name  
   Last ___________________________ First ___________________________ Middle ___________________________ Generation ___________________________

3. Provide one of the following identification numbers.  
   [ ] Social Security Number  
   [ ] Virginia DMV Control Number*  
   [ ] State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Date of Birth ___________________________ (Must be at least 18 years of age.)

5. Mailing Address (PO Box accepted)  
   The mailing address will be printed on the license.  
   City ___________________________ State ___________________________ Zip Code ___________________________

6. Street Address (PO Box not accepted)  
   PHYSICAL ADDRESS REQUIRED  
   [ ] Check here if Street Address is the same as the Mailing Address listed above.  
   City ___________________________ State ___________________________ Zip Code ___________________________

7. E-mail Address ___________________________

8. Contact Numbers  
   Primary Telephone ___________________________  
   Alternate Telephone ___________________________

9. Do you hold a current real estate appraiser license, certification or registration issued by the Virginia Real Estate Appraiser Board?  
   No [ ]  
   Yes [ ] If yes, provide your license/certification/registration number and expiration date.  
   Virginia License Number 40 ___________________________ Expiration Date ___________________________

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10. Do you hold a current or expired Real Estate Appraiser license, certification or registration in any state or jurisdiction (excluding Virginia)?
   
   No  
   Yes  If yes, complete the following table.

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<tr>
<th>State/Jurisdiction</th>
<th>License, Certification or Registration No.</th>
<th>License Type</th>
<th>Expiration Date</th>
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11. Which of the following instructor certification levels are you requesting to teach? (Select only one)
   
   ☐ Licensed Residential  ☐ Certified Residential  ☐ Certified General

12. Which of the following qualifications are you using to obtain a Virginia Instructor Certification? (Select only one)
   
   ☐ A baccalaureate degree in real estate, economics, finance or business, and have satisfied the state appraisal licensing educational requirements for the level being instructed;
      Required Documentation: Attach a college transcript verifying your degree and a transcript/certificate/letter of completion verifying the type and number of hours of appraiser education you have completed.

   ☐ A baccalaureate degree, an appraiser license which has been in good standing for at least two years, and a current certified residential or certified general appraiser license appropriate for the level being instructed;
      Required Documentation: Attach a college transcript verifying your degree.

   ☐ Seven years of active experience acquired in the appraisal field in the past 10 years, an appraiser license which has been in good standing for at least two years, and a current certified residential or certified general appraiser license appropriate for the level being instructed.
      Required Documentation: Complete the attached Instructor Certification Experience Verification Form.

13. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
   
   No  
   Yes  If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action prior to approval of this application. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 20.1, of the Code of Virginia and the Real Estate Appraiser Board Regulations.

   Signature ___________________________ Date _____________

➢ All Board-approved pre-license courses must be taught by an instructor certified by the Virginia Real Estate Appraiser Board. All 15-hour USPAP© courses must be taught by an AQB certified USPAP© instructor.
If you are attempting to qualify for a Virginia Real Estate Appraiser Board Instructor Certificate, you must provide evidence (using this form) of at least seven years of active experience in the appraisal field during the last ten years.

Section I: To be completed by Applicant

1. Name
   Last                                             First                                             Middle                                             Generation

2. Provide one of the following identification numbers.
   - Social Security Number
   - Virginia DMV Control Number

   * State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Section II: To be completed by Verifier

The following information must be provided by the applicant's supervisor, coworker or client.

3. Verifier's Name
   Last                                             First                                             Middle                                             Generation

4. Your Relationship to the applicant?
   - Supervisor
   - Coworker
   - Client

5. Provide a summary of the applicant's real estate appraisal experience in the space below:

6. I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.

Verifier's Signature ___________________________________________ Date __________